



LOUISIANA DEPARTMENT OF  
TRANSPORTATION & DEVELOPMENT

# Safe Routes to Public Places Program SRTPPP

## Program Guidelines

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## FOREWORD

The Safe Routes to Public Places Program (SRTPPP) is part of the overall Highway Safety Improvement Program (HSIP) and falls under the umbrella of the Louisiana Strategic Highway Safety Plan (SHSP). The vision for the SHSP is Destination Zero Deaths and the HSIP is the core federal-aid program that aims to implement the SHSP's mission to achieve a significant reduction in fatalities and serious injuries on all public roads.

The development of the SRTPPP is a result of the recognition that the transportation network is utilized by motorists and non-motorists, such as pedestrians and bicyclists, and transit users of all ages and abilities. The SRTPPP aims to address the safety needs of the non-motorists evidenced in fatality and serious injury data. **On average, 329 pedestrians and bicyclists are killed or seriously injured on Louisiana's public roads each year (Source: [crashdata.lsu.edu](http://crashdata.lsu.edu), 2012 -2016). This represents 16% of the overall annual fatalities and serious injuries and roughly 43% of those occur on local roads.**

The purpose of this document is to outline the program requirements and guidelines for potential projects considered for the SRTPPP projects as part of the HSIP. All SRTPPP projects must adhere to the requirements and guidelines set forth in this document and in accordance with Section 148 of Title 23, United States Code (23 USC 148 (h) and 23 CFR 924).

This document, in part, presents the standard operating procedure to be used for the Department of Transportation and Development (DOTD) Office of Planning when managing the HSIP funds awarded through the SRTPPP. It also details the staff or agency that is responsible for various aspects of the activity, the procedure to be followed and includes links to any references that are relevant to this procedure. The document is intended to be a guide for DOTD employees and other public entities to understand the work processes for administering HSIP funds within the SRTPPP.

## FUNDING

To address the need to reduce pedestrian and bicyclist fatalities and injuries, HSIP funds are eligible to be spent on projects to improve safety for pedestrians and bicyclists on all public roads (state-owned and locally-owned). Distribution of funds shall be at the discretion of the SRTPPP Project Selection Committee and Highway Safety Administrator considering the number and quality of applications received annually.

Federal funds for the project are provided for 100% of project costs with no required local match within the limits of the DOTD's project funding commitment and eligibility requirements. Funds are available for Design Engineering Services, Right-of-Way Acquisition, Right-of-Way Acquisition Services, Project Construction, and Construction Contract Administration.

The project sponsor will be responsible for costs incurred for

- Utility Relocations,
- Right-of-Way Acquisition Services (for locally funded right-of-way Acquisition),

- Project Construction on Private Property necessary for connectivity and
- Additional costs above DOTD's project funding commitment.

The project sponsor may elect or be required to add or provide for additional work not eligible for federal funds at its expense, such as connectivity work on private property (necessary for hospitals, business centers, etc.) The application must identify this work and estimated costs. If applicable, funds for this work must be provided to DOTD prior to advertisement for construction of the project.

Each application will have a maximum limitation of federal funds applied to project construction and right-of-way acquisition costs of **\$350,000**. Federal funds applied to Design Engineering Services, Right-of-Way Acquisition Services and Construction Contract Administration may be provided by DOTD's forces or its consultant and is not included in this funding limitation.

Sponsors are encouraged, but not required, to provide additional financial support for the project. Additional financial support applied to services or items which are also eligible for federal funds will be considered in the evaluation and selection of projects. Additional financial support does not reduce the \$350,000 funding limitation noted above. The sponsor's commitment to provide additional financial support must be included in the application. If applicable, financial support funds must be provided to DOTD prior to advertisement for construction of the project.

The project sponsor may elect to provide professional engineering services for project design, right-of-way Acquisition and/or right of way acquisition services at its own expense subject to DOTD rules and policies. These costs will be considered additional Financial Support and considered in the evaluation and selection process.

## ELIGIBILITY

Any public agency is eligible to submit project application(s) to the SRTPPP during specific application periods designated by DOTD. The SRTPPP allows public agencies to compete for funding for SRTPPP projects for the purpose of facilitating the planning, development, and implementation of projects that will improve safety for pedestrians, bicyclists, and transit users of all ages and abilities. **Eligible projects include improving pedestrian and bicycle facilities to schools, libraries, governmental buildings, hospitals, transit facilities, public parks, and other public places.** All public roads, state and locally owned, are eligible under the SRTPPP.

Types of eligible projects may include but are not limited to:

- Pedestrian facilities (sidewalks, crosswalks, signs & signal devices)
- Curb extensions
- Bicycle facilities (on-street, buffered and separated bike lanes, cycle tracks, shared use paths)
- Traffic calming
- Bus turnouts

- Enhanced signing and striping (Sharrows, bike lane markings, bike boxes, crosswalks, etc.)

Applications must be submitted by the project sponsor.

For improvements on **locally owned roadways and right-of-ways**, the project sponsor must be the local government entity that owns the roadway and will ultimately be responsible for maintaining the safety improvements provided by the project.

For improvements on **state owned roadways and right-of-ways**, the project sponsor must be the local government entity that will ultimately assume responsibility for maintaining the safety improvements provided by the project. Sponsors are encouraged to work with the DOTD Districts to determine priority projects on state routes. The DOTD District Administrator must concur with scope of the project prior to the project being accepted into the Program.

If a portion of the project is to be constructed on right-of-way not owned by the project sponsor, a letter of endorsement from the owner must accompany the application. For example, improvements on School, Library or other private / governmental building property will require an endorsement letter from the property owner included in the application.

Project applications are generally solicited and accepted on an annual basis. Applications are evaluated in a competitive manner using standardized criteria applied to the assessment of pedestrian and / or bicyclist safety and project feasibility. Positive consideration is given for projects that reflect priorities in Local Complete Street Plans (as defined in EDSM II.2.1.14, see Appendix B), DOTD Bicycle Planning Tool (<http://ladotd.maps.arcgis.com/home/webmap/viewer.html?webmap=2fa6dd795292471f8cc4f72ce6f60c3c>), the Regional Safety Coalition Action Plans, and/or other locally adopted transportation plans.

A Sponsor may submit more than one application per advertisement cycle. Should site improvement projected costs exceed the maximum funding limitation, sponsors may elect to split the project into smaller segments and submit multiple (phased) applications. Sponsor's submitting multiple applications in one advertisement cycle, whether for multiple sites or phased applications, must provide a local priority for the funding allocation. Applications for phased work will be evaluated independently. Subsequent phases will not receive any priority grading.

After applications are received, a confirmation email will be sent verifying receipt of the project application. The project sponsor will be contacted if additional information is necessary during the project application evaluation process.

# PROJECT APPLICATION AND SELECTION PROCESSES

## APPLICATION PROCESS

The SRTPPP Project Selection Committee reviews and evaluates project applications. Each applicant must complete the electronic application file found on the DOTD Local Public Agency website. One (1) completed hard copy must be submitted along with an electronic pdf file on CD or USB flash drive. The application must be certified by an entity employee who has legal authority to enter into a contract on behalf of the LPA to implement the project.

To save time in processing the application, please follow directions and provide all requested application documentation as follows:

- a. Project scope
- b. Supporting data analysis and local plan, if applicable
- c. Pictures of site
- d. Map of site(s) including street names and historical districts (if applicable)
- e. Detailed and accurate cost estimate
- f. Signed certification by legal authority
- g. Responsible charge form
- h. Endorsement letter(s) from additional property owners (as applicable)

Accurate cost estimates for the services to be performed are extremely important to ensure that adequate funding is provided. If a project cost increases more than the maximum funding limitation, the LPA will be required to revise the application and may be required to reapply. Funding requests should take into account that the project may not be under construction until the third (3rd) year after award of the project. It is recommended that the services of a professional engineer familiar with DOTD procedures be acquired to assist in the development of the required project services and cost estimates compliant with DOTD standards. Costs for professional services associated with preparation of the application are not eligible for reimbursement.

Refer to **Appendix A** for information on how to submit an Application.

## SELECTION PROCESS

The selection process consists of two evaluation steps:

Step 1: Project Safety Impact Assessment

Step 2: Project Feasibility Assessment

The application will be graded on specific evaluation factors detailed below. Higher value (i.e. weight) is given to safety improvement potential and/or data driven factors. The weight is multiplied by the evaluation factor grade and then summed to achieve a total score.

## STEP 1: PROJECT SAFETY IMPACT ASSESSMENT

### SAFETY EVALUATION FACTORS

The safety evaluation factors and grading criteria are shown below.

Factor	Grading Criteria
Identified through a local plan as defined in EDSM II.2.1.14  <i>(weight factor: medium)</i>	<b>High</b> - Project site is included in local or state pedestrian / bicycle / transit plan for improved safety with high priority designation <b>Medium</b> - Project site is included in local or state pedestrian / bicycle / transit plan for improved safety with medium or low priority designation <b>Low</b> - Project site is not included in any pedestrian / bicycle / transit plan for improved safety
Enhances connectivity to a local pedestrian / bicycle / transit network  <i>(weight factor: high)</i>	<b>High</b> – Provides a new and vital connection to an existing pedestrian / bicycle / transit network that enhances public safety <b>Medium</b> – Improves connectivity to an existing pedestrian / bicycle / transit network that enhances public safety <b>Low</b> – Includes only a localized enhancement or upgrade to an existing facility without enhancing network connectivity
Pedestrian / Bicycle Crashes reported within one mile of public place for pedestrians and/or two miles for bicycles  <i>(weight factor: high)</i>	<i>Rating should reflect use of appropriate pedestrian and/or bicycle incident data relative to the scope of project within the last five years:</i> <b>High</b> - Project site has high number of reported crashes (typically > 20) <b>Medium</b> - Project site has moderate number of reported crashes (typically between 5 and 20) <b>Low</b> - Project site has few crashes reported (typically <5)
Pedestrian / Bicycle Crashes severity reported within one mile of public place for pedestrian and two miles for bicycles  <i>(weight factor: high)</i>	<i>Rating should reflect use of appropriate pedestrian and/or bicycle incident data relative to the scope of project within the last five years:</i> <b>High</b> - Crash data includes a fatality or severe injuries account for typically > 10% of crashes <b>Medium</b> - Crash data includes moderate injuries <b>Low</b> - Project site has no reported crashes



<p>Identified Pedestrian / Bicycle Risks</p> <p>(weight factor: medium)</p>	<p><i>Rating should reflect safety risk with local vehicular traffic relative to the current condition or lack of proper facility to support pedestrian / bicycle traffic (i.e. no sidewalk may rate higher than a sidewalk in need of repair, large number of countermeasures at high volume intersections may rate higher than a sidewalk project with minimal number of intersections):</i></p> <p><b>High</b> - Application includes strong evidence of specific locations with supporting pictures and maps that clearly identify the potential safety risks for pedestrian and/or bicycles walking or operating along, adjacent or across the roadway(s) within the proposed project limits. Alternatively for bicycles, proposed location is indicated as a priority on the Statewide Bicycle Planning Tool.</p> <p><b>Medium</b> - Application includes some evidence of specific locations with supporting pictures and maps that clearly identify the potential safety risks for pedestrian and/or bicycles walking or operating along, adjacent or across the roadway(s) within the proposed project limits.</p> <p><b>Low</b> - Application provides no evidence of specific locations that clearly identifies the potential risks for pedestrian and/or bicycles walking or operating along, adjacent or across the roadway(s) within the proposed project limits.</p>
<p>Systemic Analysis of Pedestrian and Bicycle Crashes – (two lane undivided street, intersection, uncontrolled, no shoulder)</p> <p>(weight factor: medium)</p>	<p><i>Rating should reflect use of appropriate pedestrian and/or bicycle systemic analysis relative to the scope of project:</i></p> <p><b>High</b> - Application project limits include a high number of specific locations with high risk conditions (two lane undivided street, intersection, uncontrolled, no shoulder) within the proposed project limits.</p> <p><b>Medium</b> - Application project limits include a moderate number of specific locations with high risk conditions (two lane undivided street, intersection, uncontrolled, no shoulder) within the proposed project limits.</p> <p><b>Low</b> - Application project limits include a very low number of specific locations with high risk conditions (two lane undivided street, intersection, uncontrolled, no shoulder) within the proposed project limits.</p>
<p>Pedestrian / Bicycle Demand (high current or projected usage)</p> <p>(weight factor: medium)</p>	<p><i>Rating should reflect potential for pedestrians within one mile of public place and/or bicycles within two miles of the public place:</i></p> <p><b>High</b> - Application demonstrates through statistical data, user surveys, community outreach or other data analysis that a high potential for pedestrian and/or bicycle traffic will exist with implemented safety improvements. (typically &gt;100 or 40% of public place users)</p> <p><b>Medium</b> - Application demonstrates through statistical data, user surveys, community outreach or other data analysis that a moderate potential for pedestrian and/or bicycle traffic will exist with implemented safety improvements. (typically &gt;50 or 20% of public place users)</p>

	<p><b>Low</b> - Application does not provide data to support a claim that potential pedestrian and/or biker traffic will exist with implemented safety improvements. (typically &lt;50 or &lt;20% of public place users)</p>
<p>Roadway Characteristics (road classification, ADT, speed, # of conflict points, # of lanes)</p> <p><i>(weight factor: medium)</i></p>	<p><i>Rating should reflect a combination of potential pedestrian/bicycle safety risks with vehicular traffic relative to the scope of the project:</i></p> <p><b>High</b> – Numerous higher risk roadway characteristics: Expressway - Principle Arterial, ADT&gt; 5000, Speed <math>\geq</math>40mph, conflict points typically &gt;10, multiple lanes, etc.</p> <p><b>Medium</b> – Moderate number of higher risk roadway characteristics: Minor Arterial - Major Collector, ADT&gt; 500, Speed &lt;30 mph, conflict points typically&lt;5, lack of shoulders, two-way traffic, etc.</p> <p><b>Low</b> – Minimal or no higher risk roadway characteristics.</p>
<p>Other supporting risk data analysis</p> <p><i>(weight factor: low)</i></p>	<p><i>Rating should be based on outcome and quality of additional supporting data not identified or addressed in previous evaluation factors (e.g. high number of disabled users):</i></p> <p><b>High</b> - Application includes additional high quality site specific data and data analysis that support the need and/or potential safety risk reduction provided by safety improvements</p> <p><b>Medium</b> - Application includes additional site specific data to support the need and/or potential safety risk reduction provided by safety improvements</p> <p><b>Low</b> - No additional supporting data and/or data analysis provided</p>
<p>Safety Effectiveness (potential to reduce vehicle /pedestrian crashes with implementation of pedestrian/bicycle safety countermeasures)</p> <p><i>(weight factor: high)</i></p>	<p><i>Rating should reflect safety risk with local vehicular traffic relative to the safety improvements proposed in the application: (i.e. new sidewalk on road with no shoulders may rate higher than a sidewalk in need of repair, safety improvements at high volume intersection(s) may rate higher than sidewalk(s) with low ADT:</i></p> <p><b>High</b> - Application includes proven safety improvements that clearly address the potential safety risks for pedestrian / bicycle conflict with vehicular traffic walking or operating along, adjacent or across the roadway(s)</p> <p><b>Medium</b> - Application includes safety improvements that may address the potential safety risks for pedestrian / bicycle conflicts with vehicular traffic walking or operating along, adjacent or across the roadway(s)</p> <p><b>Low</b> - Application project limits include a very low number of specific locations that clearly address the potential safety risks for pedestrian / bicycle conflicts with vehicular traffic walking or operating along, adjacent or across the roadway(s)</p>

Implementing FHWA Proven Countermeasures for pedestrian/ bicycles: 1. Median & Pedestrian Crossing Islands 2. Pedestrian Hybrid Beacon 3. Leading Pedestrian Interval 4. Road Diets (Roadway Reconfiguration w/ Pedestrian/Bicycle Safety Improvement) 5. Walkways  <i>(weight factor: medium)</i>	<b>Rating should reflect the number of implemented FHWA Proven Countermeasures employed on the project.</b> <b>High</b> - Project includes use of three or more countermeasures <b>Medium</b> - Project includes use at least two countermeasure <b>Low</b> - Project does not include any countermeasures
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#### PRIORITY PROJECT SHORT LIST

A short list of potential projects will be developed based on results of Evaluation Step 1. **Projects provided on the Short List do not represent or imply approval for funding or implementation. The short list may contain projects that will not be funded.** The final approved list will be determined with information provided from a Step 2 Feasibility Report. Upon completion of Step 2, all application Sponsors will receive formal notification of the status of their application. The Short List will also be posted on the DOTD website.

#### STEP 2: PROJECT FEASIBILITY ASSESSMENT

##### PROJECT FEASIBILITY REPORT

DOTD, or its engineering consultant, will prepare a Project Feasibility Report for each application on the short list. The Consultant shall meet with the DOTD Project Manager (PM) and Sponsor (LPA Responsible Charge) for a scoping meeting, visit the project site(s) and prepare a project feasibility report. Each report shall contain a detailed scope, a cost estimate for engineering and construction, and a time schedule for completion.

##### SITE VISITS

Site visits and scoping meetings are conducted at the proposed project location(s) within three months of notification of selection to the Short List.

The primary goals of the site visit include:

- Review application information, data and project scope.
- Review the process, procedures, and implementation of the program. For LPAs who are participating in the program for the first time, this is a chance to ask questions about the process.

- Conduct a visual examination of the existing conditions and the proposed project as outlined in the application.
- Review project scope, construction items and costs with the LPA to determine if application accurately reflects the estimated construction activities necessary for the site conditions.

#### PROJECT FEASIBILITY FACTORS

Factor	Grading Criteria
Previous SRTPPP/SRTS awards <i>(Weight factor: low)</i>	<i>Rating based on the number of projects a sponsor has been awarded in the previous five years</i> High – No awards in previous five years Med – 0 - 4 awards in previous five years Low – > 4 awards in previous five years
Financial Support <i>(Weight factor: medium)</i>	<i>Rating based on percentage of total funds provided by sponsor for eligible costs to include design engineering, construction, right-of-way, etc.:</i> <b>High</b> – Sponsor provides substantial financial support (typically $\geq 20\%$ ) <b>Medium</b> – Sponsor provides some financial support (typically $\geq 10\%$ ) <b>Low</b> – 100% of project eligible costs provided by Federal Funds
R/W Requirements <i>(weight factor: high)</i>	<i>Rating based on potential need for R/W and estimated R/W acquisition costs applied to the project funds when R/W is required:</i> <b>High</b> - Federal funds not used for additional right of way <b>Medium</b> – Federal funds used for additional right of way < 10% of total project costs <b>Low</b> – Federal funds used for additional right of way > 20% of total project costs
Drainage Issues <i>(weight factor: high)</i>	<b>High</b> - Drainage costs < 5% of total project costs <b>Medium</b> – Drainage costs >5% and < 25% of total project costs <b>Low</b> - Drainage costs > 25% of total project costs

#### FINAL SELECTION

The final ranking of short list projects will be determined by the SRTPPP Project Selection Committee based on the combined score from Step 1 and Step 2. Upon completion of Step 2, a final priority ranking of projects will be developed. The number of projects approved for the SRTPPP program will be determined based on available program funds. All Sponsors of Short List Projects will receive formal notification as to whether their application was approved for funding. Approved projects will be posted on the DOTD website.

# IMPLEMENTATION OF PROJECTS

## ENTITY/STATE AGREEMENT

After final project selection, the local government agency must enter into an Entity/State Agreement prior to project initiation. The agreement is a legally-binding contract between the Sponsor and the DOTD. In order to expedite initiation of the process, the Entity/State Agreement should be signed within 60 days of receipt. The agreement will specify the responsibilities of the local Sponsor and the DOTD, depending on the engineering option selected by the Entity. Prior to execution of the agreement by DOTD, the LPA Responsible Charge for the Entity must have completed or be registered for the next available offering of the LPA Qualification Core Training. To learn more about the Qualification Core Training or register online, visit the LTAP website at [www.ltrc.lsu.edu/ltap/](http://www.ltrc.lsu.edu/ltap/)

Once the entity/state agreement is executed, project funding will be allocated to the project to be directly administered by DOTD as specified in the Entity/State Agreement.

## LPA RESPONSIBLE CHARGE

The Sponsor must provide a full time employee of the Entity to be in “LPA Responsible Charge” of the Project. The LPA Responsible Charge need not be an engineer. The LPA Responsible Charge is expected to be able to perform the following duties and functions for the project:

1. Acts as primary point of contact for the Entity with the DOTD;
2. Participate in decisions regarding cost, time and scope of the Project, including changed/unforeseen conditions or scope changes that require change orders or supplemental agreements;
3. Visit and review the Project on a frequency that is appropriate in light of the magnitude and complexity of the Project;
4. Provide assistance or clarification to DOTD and its consultants, as requested;
5. Attend Project meetings as determined by the DOTD Responsible Charge, and shall attend the Project’s “Final Inspection”;
6. Review QA/QC forms, Plan/Constructability/Biddability Review form, and other current DOTD quality assurance documents.

The LPA Responsible Charge will be the responsible for ensuring that entity supplied information is provided to DOTD in a timely manner. Examples of information required from the entities is as follows:

- Location of existing Right-of-Way limits within the project boundaries
- Executed Right of Entry Forms for work performed outside existing or acquired Entity Right-of-Way boundaries

- Permits
- Project compliance letters (see example in appendix)
- Processing of original or revised entity-state agreement and Funding Commitment Letters
- Project specific questions are answered by the appropriate person.

## ENGINEERING

If federal funds are used, DOTD or its consultant will conduct appropriate engineering studies, perform project designs, prepare plans, prepare estimates and prepare construction bid proposals. DOTD or its consultant will serve as the “Project Responsible Charge” for the Project pursuant to 23 CFR635.105. DOTD or its consultant will perform the required work and prepare all necessary plans, specifications, and estimates to implement the installation or construction of the safety improvement project.

The project sponsor, at its expense, may elect to conduct appropriate engineering studies, perform project designs, prepare plans, and prepare estimates. The Sponsor will serve as the “Project Responsible Charge” for the Project pursuant to 23 CFR635.105 for the preconstruction phase of the project. The design standards shall comply with the criteria prescribed in 23 CFR Part 625 (“Design Standards for Highways”) and DOTD guidelines. In the event that the Sponsor elects to contract with a consultant to perform this work, the Sponsor shall transfer to DOTD any rights that the Sponsor may have to recover from the provider of pre-construction engineering services. The Entity is prohibited from selecting or approving any consultant or sub-consultant who is on DOTD’s disqualified list or who has been debarred pursuant to LSA-R.S. 48:295.1 et seq.

## ENVIRONMENTAL CLEARANCE

Most safety improvement projects will be Programmatic Categorical Exclusions (PCE). However, all construction projects will require an environmental evaluation to determine the appropriate level of environmental clearance document required under the National Environmental Policy Act (NEPA). Projects in designated historical districts and/or Coastal Management Zone may require additional environmental clearance and permit requirements. DOTD or its consultant will provide environmental services for the project.

## RIGHT-OF-WAY (ROW) ACQUISITION AND RELOCATION SERVICES

ROW acquisition and relocation services are eligible for federal funding and will be subject to the project federal funding limitations.

Right of Way Acquisition will consist of the following:

- Providing funding for property acquisition and/or relocation
- Providing deed, sale, servitude and agreement documents

Right of Way Acquisition Services will consist of the following:

- Title Research Reports
- Property Surveys
- Title Updates
- Title Take-Offs
- Appraisals

For additional ROW acquired with federal funds regardless of who owns the ROW, the DOTD shall provide ROW acquisition and relocation services.

For additional ROW acquired with local funds on locally owned right-of-way, the sponsor shall perform any ROW acquisition and relocation services in accordance with the project schedule.

Regardless of whether federal or local funds are used to acquire ROW, the following provision apply:

1. Acquisition of all real property and property rights required for this Project shall be in accordance with all applicable State and Federal Laws, including Title 49 CFR, Part 24 as amended; Title 23 CFR, Part 710 as amended; DOTD's Right-of-Way Manual; DOTD's LPA Right-of-Way Manual; DOTD's Guide to Title Abstracting and any additional written instructions as given by the DOTD Real Estate Section.
2. Acquisition of real property for the project becomes subject to the provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, no matter if carried out by federal, state, local agencies, or by private parties. A LADOTD certified appraiser must perform right-of-way appraisals to determine property value even if Federal funds are not used for property acquisition. For additional information concerning ROW procedures, consult the LPA Real Estate Manual at the following web address on the LADOTD website:

[www.dotd.louisiana.gov/highways/project\\_devel/realestate/realestate.asp?page=manual](http://www.dotd.louisiana.gov/highways/project_devel/realestate/realestate.asp?page=manual)

## ENTITY REVIEWS

Entities, through the LPA Responsible Charge, should be actively involved in the project scoping, plan reviews and approvals to control increases and overruns as they may jeopardize completion of the entire project. The Entity must review project plans and engineering construction cost estimates at various stages of the plan development and approval process. Should the construction & right-of-way acquisition costs increase beyond the project funding limitation, the entity will have the opportunity to revise the scope of the project, provide local funds, or terminate the project.

## UTILITY RELOCATION

All utility relocation must be done by the LPA prior to advertisement for construction of the project. No utility relocation activity will be reimbursable.

#### ADMINISTRATIVE COSTS

Administrative costs are not eligible for reimbursement. Some examples of actions considered to be administrative are application preparation, certification and transmittal, and management.

#### NON-PARTICIPATING ITEMS

Items that are ineligible for federal funding may be included in the construction contract with DOTD approval as nonparticipating items with the funding to be provided by the Entity or others. The Entity shall provide all funds to DOTD for nonparticipating items as described in the Entity-State Agreement prior to advertisement for construction of the project.

#### PERMITS

##### PROJECT CONSTRUCTION ON STATE OWNED RIGHT-OF-WAY

With the exception of Coastal Use Permit & Corp of Engineer Permit, the Entity shall be responsible for obtaining required permits and approvals from private or public individuals pursuant to local, State or Federal rules, regulations, or laws.

For Coastal Use Permit & Corp of Engineer Permit, the DOTD shall be responsible for obtaining necessary permits and approvals from the Louisiana Department of Natural Resources and the Corp of Engineers.

##### PROJECTS CONSTRUCTION ON LOCALLY OWNED RIGHT-OF-WAY

The Entity shall be responsible for obtaining all required permits and approvals from private or public individuals pursuant to local, State or Federal rules, regulations, or laws. DOTD may provide guidance for preparation of required permits.

For Coastal Use Permit & Corp of Engineer Permit, DOTD will provide the necessary supporting documentation and provide application assistance. The entity will be responsible for submitting permit request to the Louisiana Department of Natural Resources and the Corp of Engineers.

#### CONSTRUCTION

This is the major category of work for eligible SRTPPP activities involving the actual construction of the project. DOTD will advertise the job, accept bids and hold the contract for the work. On locally owned roads, the Entity shall grant DOTD access to the site to perform the work. The entity shall be responsible for obtaining rights of entry for all properties not on local or state owned right-of-way.

DOTD shall prepare construction proposals, advertise for and receive bids for the work, and award the contract to the lowest responsible bidder. DOTD will advertise for and receive bids for the work in accordance with DOTD's standard procedures. All such bids will be properly tabulated, extended, and



summarized to determine the official low bidder. The award of the contract shall comply with state law and the latest edition of the Louisiana Standard Specifications for Roads and Bridges. The contract will be awarded by DOTD following the favorable recommendation of award by the DOTD Review Committee to the DOTD Chief Engineer. Construction contracts will be prepared by DOTD after the award of contract.

#### CONSTRUCTION CONTRACT ADMINISTRATION

This includes the cost to provide contract administration, inspection and materials testing services during the project construction. DOTD or its consultant will perform contract administration for the project.

DOTD (or DOTD consultant) will be responsible for construction contract administration. DOTD will provide construction material testing services. After all phases of work under the construction contract and the Final Inspection has been completed, DOTD will formally accept the work with a Final Acceptance. Upon issuance of the Final Acceptance by DOTD, the Entity shall assume the ownership and maintenance of the improvement at its expense. The Final Acceptance shall be recorded by DOTD in the appropriate parish. Before making the Final Inspection, DOTD shall notify the Entity, and the Entity shall have representative(s) present for such inspection. The project shall be vested in the Entity but shall be subject to DOTD and FHWA requirements and regulations concerning abandonment, disposal, encroachments and/or uses for non-highway purposes.

## APPENDIX A: SRTPPP APPLICATION FORMAT

### 1) Sponsor Information

- a) Provide official name, mailing address, and identification numbers of governmental entity submitting application
- b) Provide name and contact information of Responsible Charge Person
- c) Provide entity consultant name and contact information (if applicable)
- d) Complete LPA Responsible Charge Form

### 2) Public Place(s) Information / Project Identification

- a) Provide Public Place facility information and contact
- b) Provide name of project
- c) Provide project limits and location

### 3) Problem Identification

- a) Describe existing condition and potential safety risks to walking/bicycling to public facility(s) identified in the application
- b) Provide pictures of existing conditions
- c) Describe current pedestrian or cyclist activity
- d) Provide statistical data through pedestrian / bicycle counts, population data, user surveys, community outreach or other data that supports a high potential for pedestrian and/or bicycle user demand with implemented safety improvements. Specific data needs to represent user demand to the public facility within one mile for pedestrians and two miles for bicyclists
- e) Provide any additional data and/or data analysis that support a need for the proposed improvements such as traffic infractions, parking tickets, etc.
- f) Provide roadway characteristics of the existing road facility such as ADT, speed, intersections that pose a safety risk to pedestrians and/or bicyclists

### 4) Project Scope and Details of Proposed Improvement

- a) Describe work necessary for the project
- b) Identify the safety improvements proposed to mitigate high risk road features to pedestrians and/or bicyclists
- c) Provide supporting data for projecting the benefits of the safety improvements such as potential risk reductions, increase facility use, etc. to support a & b above
- d) Provide maps, plans and photographs as applicable to identify safety improvement locations and boundaries
- e) Provide any other supporting risk data analysis

### 5) Local Safety Plan and Network Connectivity

- a) Provide adopted local plan (if applicable) indicating priority of proposed project and safety improvements.
  - b) Provide how the proposed project will enhance or improve connectivity to a pedestrian / bicycle / transit network. (if applicable)
- 6) Project Partners
- a) Provide endorsement letters for other government entity owners of public places with proposed work on their property.
  - b) Provide endorsement letters for private property owner(s) of public places with proposed work on their property.
- 7) General Information and Pre-Construction Engineering Option
- a) Select option for responsible party for preconstruction engineering
  - b) Provide consultant name and contact information (if applicable)
  - c) Provide projected need for utility relocations and additional right-of-way
- 8) Project Cost (accurate & comprehensive)
- a) Provide a detailed cost estimate
  - b) List items with description, estimated quantities, unit prices, and total amount
  - c) Include items for mobilization, signs, and barricades, construction layout, etc.
  - d) Indicate those items being paid for with local funds (if any)
- 9) Application Link
- [http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Multimodal/Highway\\_Safety/SRTPPP/Pages/default.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/SRTPPP/Pages/default.aspx)

## APPENDIX B: COMPLETE STREETS EDSM

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OFFICE OF ENGINEERING			EDSM No: IL2.1.14
<b>ENGINEERING DIRECTIVES AND STANDARDS</b>			
<b>VOLUME</b>	<b>II</b>	<b>Revision Date:</b>	<b>04/19/2016</b>
<b>CHAPTER</b>	<b>2</b>	<b>Effective Date:</b>	<b>01/04/2000</b>
<b>SECTION</b>	<b>1</b>	<b>Subject:</b>	<b>Complete Streets</b>
<b>DIRECTIVE</b>	<b>14</b>		

### 1. PURPOSE

The purpose of this directive is to implement the complete street policy.

### 2. SCOPE

This policy applies to the State highway system and to local roads where state or federal funds will be used, as well as to any improvements to the State highway system funded by a private entity, Parish or local government that are constructed by permit.

### 3. STATE LAWS

- Louisiana Revised Statute RS 32:1 Definitions
- Louisiana Revised Statute RS 48:22.1 Complete Streets, findings, requirements, exceptions
- Louisiana Revised Statute RS 48:163.1 Use of highway funds for bicycle facilities

### 4. DEFINITIONS

- **Bicycle facility** - any physical facility provided for the exclusive or semi-exclusive use of bicycles. This includes but is not limited to unmarked shared roadways, marked shared roadways, bicycle lanes, shared use paths, and end of trip facilities.
- **Bicycle lane** - the part of the roadway adjacent to the travel lane, designated by official signs or markings for the preferential or exclusive use by bicycles and electric mobility aid users. It is for one-way travel, in the same direction as the adjacent traffic lane.
- **Complete street** – Roadways that are designed and operated to enable safe access and travel for all users, including pedestrians, bicyclists, motorists and transit users of all ages and abilities.
- **Complete street plan** or **Bicycle plan** or **Pedestrian plan** or **Transit Plan** or **Plan** - an adopted plan by local government by formal resolution or signature by Mayor, Parish President or Police Jury that addresses the local community's bicycle, pedestrian and/or transit facilities. At a minimum this plan shall include: 1) a map with the labeled roadways within the local area with the different types of bicycle, pedestrian and transit infrastructure labeled such as a) transportation or recreation, b) bicycle lane, cycle track, sidewalk, on street facility, shelter, shared use path, side path, etc.; 2) a description of the facility types and how they provide a transportation network for non-motorized traffic; 3) a list of the state and local routes with the proposed infrastructure improvements identified. This plan shall be used to assist the DOTD

in determining the appropriate infrastructure for each construction project within the local community.

- **Crosswalk** - (a) That part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks, shoulders, or a combination thereof on opposite sides of the highway measured from the curbs or, in absence of curbs, from the edges of the traversable roadway or if there is neither a sidewalk nor shoulder, a crosswalk is the portion of the roadway at an intersection that would be included within the prolongation of the lateral lines of the sidewalk, shoulder, or both on the opposite side of the street if there were a sidewalk or shoulder. (b) Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.
- **Cycle track** - the part of the roadway separated from the adjacent travel lane by a painted buffer, designated by official signs or markings for the exclusive use by bicycles. It is typically for one-way travel, in the same direction as the adjacent traffic lane.
- **Independent right-of-way** - general term denoting right-of-way outside the boundaries of a conventional highway.
- **Mobility aid** - a device used by individuals to ambulate independently and that is human or electric powered and used in- or outdoors.
- **Pedestrian** - any person afoot or utilizing a mobility aid.
- **Pedestrian and Bicycle Transportation Network** – consists of a series of interconnected facilities that allow non-motorized road users of all ages and abilities to safely and conveniently get where they need to go.
- **Separated Bicycle Lane** – an exclusive facility for bicyclists that is located adjacent to the roadway and that is physically separated from the motor vehicle traffic with a vertical element. A separated bicycle lane will have to be justified for each location since the MUTCD does not recommend vertical elements. Justification will have to consider at a minimum the type of vertical element, the turning movements and number and frequency of right turn lanes. Since there is a vertical element separating the bicycle lane from the roadway a maintenance agreement with a local municipality shall be required.
- **Shared use path or Shared use trail or Multi use path** - a public way separated by open space, or grade from motor traffic, either within the highway right-of-way or within an independent right-of-way that is designated for use by pedestrians, mobility aid users, and persons riding bicycles. May be either one way or two way.
- **Shared Lane** – a lane of a traveled way that is open to both bicycle and motor vehicle travel. This lane may or may not have markings or signs.
- **Shoulder** - the portion of the highway contiguous with the roadway for accommodation of stopped vehicles, for emergency use, pedestrian use, mobility aid use, bicycle use, and for lateral support of base and surface.
- **Sidewalk** - that portion of a highway between the curb lines, or the lateral lines of a highway, and the adjacent property lines, intended for the use of pedestrians. Typically, concrete or asphalt. May be placed on independent right of way.
- **Sidepath** - a shared use path located immediately adjacent and parallel to a roadway. Allowed on roadways with low driveway density. One way facilities are preferred.
- **Transit facilities** – improvements to roadways and access that help create safe and comfortable transit stops and smooth predictable transit trips.

## 5. POLICY

- a. DOTD will strive to accommodate pedestrians, bicyclists, and transit users by providing appropriate safe crossings, providing corridor continuity and ensuring transportation projects comply with the current accessibility guidelines. Provisions for all users will be integrated into the project development process for the entirety of all projects through design features, using Context Sensitive Solutions (CSS). All projects shall consider the impact that improvements will have on safety for all users and make reasonable efforts to mitigate negative impacts on non-motorized modes. Restricting non-motorized access should not be considered an appropriate strategy with the exception of those limited access facilities where pedestrians and bicyclists are prohibited.
- b. Facilities, such as interstates, where bicyclists and pedestrians are prohibited by law from using the roadway shall be excluded from this policy.
- c. DOTD Design Guidelines shall include guidance for complete streets facilities appropriate to the context of the roadway.
- d. On all new and reconstruction roadway projects that serve adjacent areas with existing or reasonably foreseeable future development or transit service, DOTD should plan, fund, and design pedestrian, bicycle and transit facilities. The appropriate facility type will be determined by the context of the roadway with local involvement as determined by the DOTD Design Guidelines and the complete street plan.
- e. On projects that are preservation/operations/rehabilitation/replacement only, DOTD will only consider improvements that do not require right-of-way acquisition, utility relocation, relocating or enclosing roadside drainage or major construction to provide bicycle, pedestrian or transit accommodations. These improvements may include narrowing lanes, restriping, road reconfiguration and other means of providing improved bicycle and pedestrian access according to the complete street plan.
- f. This EDSM may not apply to minor projects such as TSM projects, spot replacements, intersection improvements, turn lane projects, etc. if bicycle, pedestrian or transit facilities do not exist.
- g. In assessing the need for a particular facility, the DOTD shall give priority to the connection of pedestrian, transit and/or bicycle traffic generators (e.g., schools, shopping centers, parks and recreational areas, subdivisions). The DOTD shall utilize the Bicycle Planning Tool for bicycle facilities.
- h. Maintenance and liability for sidewalks and bicycle facilities outside the limits of the curb or barrier will be the responsibility of the local jurisdiction. This shall include separated bicycle lanes and any appurtenances in addition to the pavement. Maintenance and liability agreements will be required as a provision of the entire project or these facilities shall be excluded from the project.

- i. The addition of bicycle, pedestrian, and transit facilities should be excluded from the project if the cost of providing such facilities is excessively disproportionate (defined as exceeding 20% of the construction cost of the project) unless the local entity contributes the additional funds for those projects with complete street facilities.
- j. Consideration of complete street facilities for non-motorized access and mobility shall be included in feasibility of project development. Documentation of decisions and appropriate analysis is required in the feasibility report. If this documentation is not provided then the project shall not move forward.

## **6. IMPLEMENTATION**

- a. All feasibility reports completed after the implementation date of this policy shall include complete streets considerations as required based on project type and scope.
- b. The Project Manager at the feasibility stage shall contact the local government to determine if a complete street plan exists as defined in this document. The Project Manager shall request a written recommendation from the affected local entity concerning the need for complete streets facilities in the project. The entity will also be required to provide a commitment for maintenance and liability for any facilities recommended which are outside the curb or shoulder of the proposed roadway. Upon receipt of the recommendation of facilities and commitment for maintenance and liability, DOTD will consider facilities for inclusion in the project. After any required analysis or alternatives have been reviewed and complete streets facilities have been determined to be feasible for inclusion in the project, the Project Manager shall request an entity agreement be executed for the maintenance and liability. The entity agreement shall be executed prior to incorporation of the complete streets facility into the design of the project. If the complete streets facilities are not feasible or cannot be included within compliance of this policy, the local entity will be notified of this decision by the Project Manager.
- c. If no plan exists or the entity chooses not to make a recommendation, the Project Manager shall request a written recommendation from the DOTD District Administrator. At a minimum the consideration shall be given to a minimum 4 foot paved shoulder, if:
  - i. funds allow, and
  - ii. appropriate for the roadway, and
  - iii. all conditions of this policy are met.
- d. For projects that are past the feasibility stage at the time of the revision date, the Project Manager at the current stage shall follow the above implementation.

## **7. WAIVERS**

The Project Manager may request a waiver from the Chief Engineer with the proper justification.

#### **8. APPLICATION OF STANDARDS**

These standards shall apply immediately for all projects not in final plan development at the time of the revision date.

#### **9. OTHER ISSUANCES AFFECTED**

All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.

#### **10. IMPLEMENTATION**


This directive will become effective immediately upon issuance.

  
Chief Engineer



## APPENDIX C: INFORMATIONAL LINKS

[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Multimodal/Highway\\_Safety/SRTPPP/Pages/default.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/SRTPPP/Pages/default.aspx)



Status: Checked out and editable. Publication FY Start Date: Immediately

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Home > Inside LaDOTD > Divisions > Multimodal Commerce > Highway Safety > Safe Routes to Public Places Program

## Safe Routes

### Safe Routes to Public Places



#### Safe Routes to Public Places Program (SRTPPP)

SRTPPP is part of the overall Highway Safety Improvement Program (HSIP) and falls under the umbrella of the Louisiana Strategic Highway Safety Plan (SHSP). The vision for the SHSP is Destination Zero Deaths and the HSIP is the core federal-aid program that aims to implement the SHSP's mission to achieve a significant reduction in fatalities and serious injuries on all public roads. To address the need to reduce pedestrian and bicyclist fatalities and injuries, HSIP funds are eligible to be spent on projects to improve safety for pedestrians and bicyclists on all public roads (state-owned and locally-owned).

#### Funding

Federal funds for the project are provided for 100% of project costs with no required local match within the limits of the DOTD's project funding commitment and eligibility requirements.

#### Eligibility

Any public agency is eligible to submit a project application.

Public agencies may apply to fund projects for the purpose of facilitating the development and implementation of projects that will improve safety for pedestrians, bicyclists, and transit users of all ages and abilities.



Eligible projects include improving pedestrian and bicycle facilities to schools, libraries, governmental buildings, hospitals, transit facilities, public parks, and other public places.

All public roads, state and locally owned, are eligible under the SRTPPP.

#### What's New

##### Application Process Timeline

Our next application cycle will open February 2, 2017 with a deadline of March 21, 2017.

 [2017 SRTPPP Application.docx](#)  [Safe Routes to Public Places Program Guidelines 2017.pdf](#)

##### SRTPPP Workshop

**When:** Wednesday, February 1, 2017

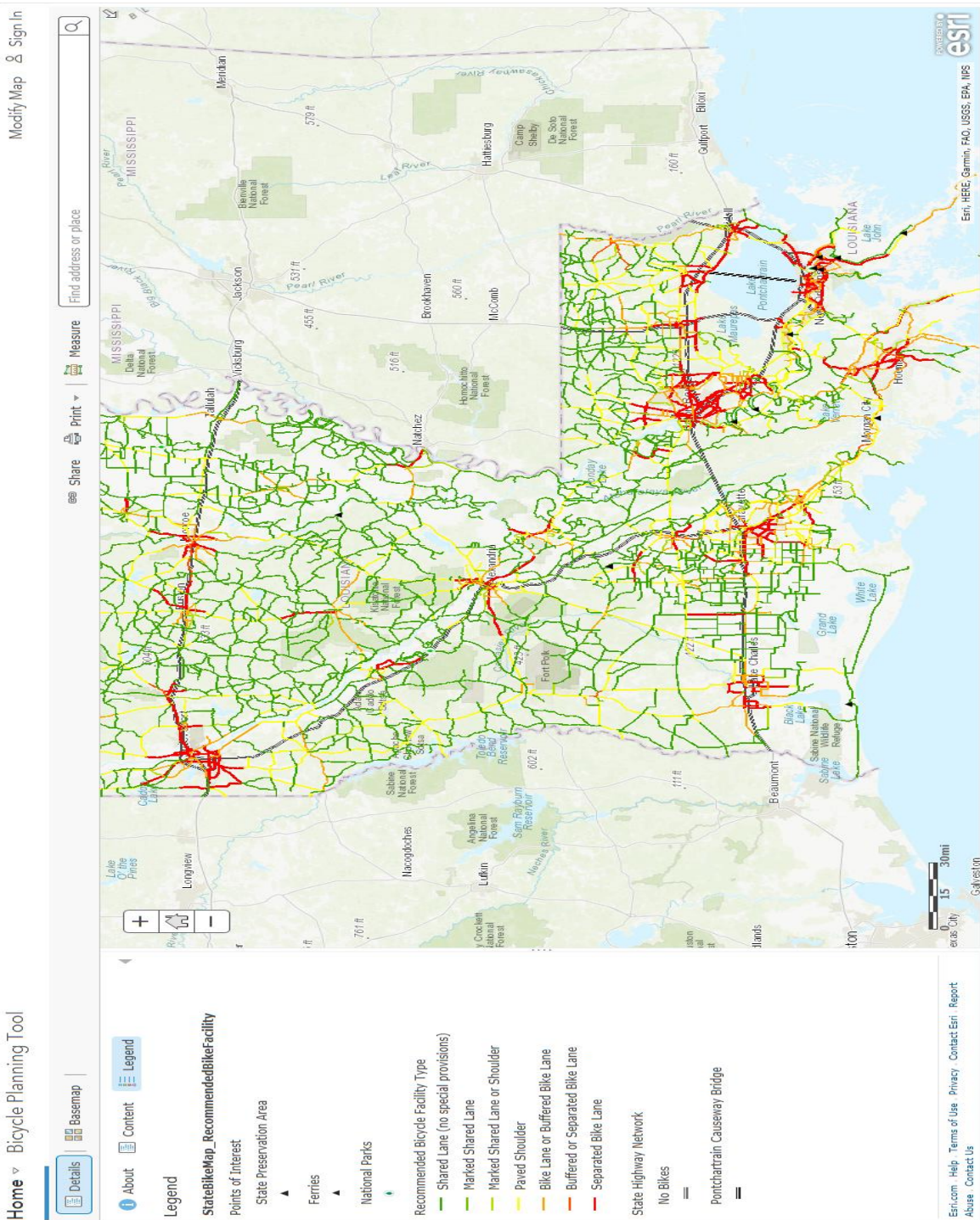
**Where:** Transportation Training Education Center (TTEC)  
4099 Gourmier Avenue, Baton Rouge, LA 70808

**Purpose:** The purpose of this workshop is to introduce the Safe Routes to Public Places Program to interested public entities and to outline the program requirements and guidelines for potential projects. The presentations will address project funding, eligibility, selection, and implementation. A review of the application form and process will also be included.

Registration for the workshop may be made at: [http://www.ltrc.lsu.edu/fr/srtp\\_17.html](http://www.ltrc.lsu.edu/fr/srtp_17.html)

Please forward all questions by email to:

Mark Morvant, P.E., [mark.morvant@la.gov](mailto:mark.morvant@la.gov)



# PEDBIKESAFE

Pedestrian Safety Guide and Countermeasure Selection System  
Bicycle Safety Guide and Countermeasure Selection System

The **Pedestrian Safety Guide and Countermeasure Selection System** is intended to provide practitioners with the latest information available for improving the safety and mobility of those who walk.

## PEDSAFE

**Index**  
Explore all available resources.

**Guide**  
Create a viable pedestrian system.

**Countermeasures**  
Also: **selection tool**, **matrices**.

**Case Studies**  
Examples of various treatments.

## BIKESAFE


**Index**  
Explore all available resources.

**Guide**  
Create a viable bicycling system.

**Countermeasures**  
Also: **selection tool**, **matrices**.

**Case Studies**  
Examples of various treatments.

The **Bicycle Safety Guide and Countermeasure Selection System** is intended to provide practitioners with the latest information available for improving the safety and mobility of those who bicycle.







# Pedestrian and Bicycle Information Center

Data & Resources

Community Support

Planning & Design

Training & Events

Programs & Campaigns

## DATA & RESOURCES

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### Case Studies

### White Paper Series

### Frequently Asked Questions

### State by State Information

### International Information

### Fact Sheets

Who's Walking and Bicycling

Safety Guide

Crash Statistics

Health Benefits

Economic Benefits

Environmental Benefits

Social Justice Issues

## Data and Resources



The Pedestrian and Bicycle Information Center holds a wealth of case studies, research, guides and other information related to pedestrian and bicycle safety, engineering, education and enforcement.

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# Memorandum

U.S. Department of Transportation  
Federal Highway Administration

**Subject:** Bicycle and Pedestrian Facility Design Flexibility

**From:**

Gloria M. Shepherd  
Associate Administrator for Planning,  
Environment and Realty

Walter C. (Butch) Waidelich, Jr.  
Associate Administrator for Infrastructure

Jeffrey A. Lindley  
Associate Administrator for Operations

Tony T. Furst  
Associate Administrator for Safety

**To:**

Division Administrators  
Directors of Field Services

**Date:** August 20, 2013

**Reply to:** HEPH-10

---

This memorandum expresses the Federal Highway Administration's (FHWA) support for taking a flexible approach to bicycle and pedestrian facility design. The American Association of State Highway and Transportation Officials (AASHTO) bicycle and pedestrian design guides are the primary national resources for planning, designing, and operating bicycle and pedestrian facilities. The National Association of City Transportation Officials (NACTO) [Urban Bikeway Design Guide](#) and the Institute of Transportation Engineers (ITE) [Designing Urban Walkable Thoroughfares](#) guide builds upon the flexibilities provided in the AASHTO guides, which can help communities plan and design safe and convenient facilities

for pedestrian and bicyclists. FHWA supports the use of these resources to further develop nonmotorized transportation networks, particularly in urban areas.

## **AASHTO Guides**

AASHTO publishes two guides that address pedestrian and bicycle facilities:

- [\*Guide for the Planning, Design, and Operation of Pedestrian Facilities\*](#), July 2004, (AASHTO Pedestrian Guide) provides guidelines for the planning, design, operation, and maintenance of pedestrian facilities, including signals and signing. The guide recommends methods for accommodating pedestrians, which vary among roadway and facility types, and addresses the effects of land use planning and site design on pedestrian mobility.
- [\*Guide for the Development of Bicycle Facilities\* 2012, Fourth Edition](#) (AASHTO Bike Guide) provides detailed planning and design guidelines on how to accommodate bicycle travel and operation in most riding environments. It covers the planning, design, operation, maintenance, and safety of on-road facilities, shared use paths, and parking facilities. Flexibility is provided through ranges in design values to encourage facilities that are sensitive to local context and incorporate the needs of bicyclists, pedestrians, and motorists.

## **NACTO Guide**

NACTO first released the [\*Urban Bikeway Design Guide\*](#) (NACTO Guide) in 2010 to address more recently developed bicycle design treatments and techniques. It provides options that can help create "complete streets" that better accommodate bicyclists. While not directly referenced in the AASHTO Bike Guide, many of the treatments in the NACTO Guide are compatible with the AASHTO Bike Guide and demonstrate new and innovative solutions for the varied urban settings across the country.

The vast majority of treatments illustrated in the NACTO Guide are either allowed or not precluded by the Manual on Uniform Traffic Control Devices (MUTCD). In addition, non-compliant traffic control devices may be piloted through the MUTCD experimentation process. That process is described in [Section 1A.10](#) of the MUTCD and a table on the FHWA's bicycle and pedestrian design guidance Web page is regularly updated ([FHWA Bicycle and Pedestrian Design Guidance](#)), and explains what bicycle facilities, signs, and markings are allowed in accordance with the MUTCD. Other elements of the NACTO Guide's new and revised provisions will be considered in the rulemaking cycle for the next edition of the MUTCD.

## **ITE Guide**

In 2010, FHWA supported production of the ITE Guide [\*Designing Walkable Urban Thoroughfares: A Context Sensitive Approach\*](#). This guide is useful in gaining an understanding of the flexibility that is inherent in the AASHTO "Green Book," [A Policy on Geometric Design of Highways and Streets](#). The chapters emphasize thoroughfares in "walkable communities" - compact, pedestrian-scaled villages, neighborhoods, town centers,

urban centers, urban cores and other areas where walking, bicycling and transit are encouraged. It describes the relationship, compatibility and trade-offs that may be appropriate when balancing the needs of all users, adjoining land uses, environment and community interests when making decisions in the project development process.

## **Summary**

FHWA encourages agencies to appropriately use these guides and other resources to help fulfill the aims of the 2010 [US DOT Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations](#) - "...DOT encourages transportation agencies to go beyond the minimum requirements, and proactively provide convenient, safe, and context-sensitive facilities that foster increased use by bicyclists and pedestrians of all ages and abilities, and utilize universal design characteristics when appropriate."

Accompanying this memo are the latest versions of the: 1) AASHTO Bike Guide, 2) NACTO Bike Guide; and 3) the ITE *Designing Walkable Urban Thoroughfares* Guide.

The attachments provide two examples that demonstrate the use of treatments illustrated in the NACTO Guide (i.e., buffered bike lanes and green colored pavement for bicycle lanes) by State or local DOTs, and a list of FHWA staff that can help with questions about pedestrian and bicycle design issues.

## APPENDIX D: EXAMPLE ASSURANCE LETTER TEMPLATES

{THIS LETTER MUST BE ON THE LETTERHEAD OF THE ENTITY}

### UTILITY ASSURANCE LRSP & SRTS Projects

STATE PROJECT NO.

F.A.P. NO.

{Project Name}

PARISH { }

TO: *DOTD Program Manager*

I hereby certify that I have reviewed the construction plans for the captioned project and provide assurance that ...

there are no known utility conflicts within the project that would inhibit construction of the planned improvements.

*Or*

that all known utilities conflicts within the project that would inhibit construction of the planned improvements have been relocated.

It is understood that ~~the~~ Entity is responsible for all costs associated with known or unknown utility relocations, adjustments and construction time delays after the project is awarded.

RECOMMENDED FOR APPROVAL

\_\_\_\_\_  
LPA RESPONSIBLE CHARGE / DATE



{THIS LETTER MUST BE ON THE LETTERHEAD OF THE ENTITY}

### UTILITY CERTIFICATION

STATE PROJECT NO. \_\_\_\_\_(CONST.)

STATE PROJECT NO. \_\_\_\_\_(R/W)

F.A.P. NO. \_\_\_\_\_(R/W)

{Project Name}

ROUTE { }

PARISH { }

TO: DOTD District Utility Specialist

Attached are copies of the agreements between the City and the Utility Company on the captioned project. The total cost of relocating the utilities listed is \_\_\_\_\_.

This list includes all known utility facilities within the limits of this project and the number of calendar days required to complete their relocation. The entity has received design plans from all respective utility operators and letters from each utility operator stating their intentions to adjust their utility facilities to accommodate the project

The entity will relocate their own lines that are not included in the construction plans.

Utility Operator and Address

Calendar Days

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parish Representative      Date

RECOMMENDED FOR APPROVAL

\_\_\_\_\_  
DISTRICT UTILITY RELOCATION SPECIALIST / DATE

\_\_\_\_\_  
HQ UTILITY RELOCATION SPECIALIST / DATE

Louisiana Department of Transportation  
Office of Right of Way  
**RIGHT OF WAY PROJECT CERTIFICATION**

**Project Caption**

RIGHT OF WAY ADMINISTRATOR

ATTENTION:

Re: Right of Way Project Certification

In accordance with the provisions of Titles 23 and 49 CFR, I certify the following:

**Acquisition**

All necessary rights-of-way, including control of access rights when pertinent, have been acquired including legal and physical possession and the acquisition was in compliance with current FHWA directives covering the acquisition of real property. Trial or appeal cases may be pending in court but legal possession has been obtained. *(Any exceptions must be explained.)*

**Relocation**

All relocations required for this project have been completed in accordance with FHWA directives covering the Relocation Assistance Program, all occupants have vacated the lands and improvements and all relocation payments have been made. *(Any exceptions must be explained.)*

OR

There were no displacees resulting from this project.

**Improvement Clearance**

All improvements have been cleared for this project, with the following exceptions: *(Itemization of remaining improvements and method of disposition.)*

OR

There were no improvements to be cleared for this project.

**Uneconomic Remainders**

Following is a list of all uneconomic remainders acquired on this project:

Parcel No. Area Acquisition Price

OR

No uneconomic remainders were acquired for this project.

\_\_\_\_\_  
LPA Official DATE  
RECOMMENDED FOR APPROVAL:

\_\_\_\_\_  
RIGHT OF WAY REGIONAL MANAGER  
RECOMMENDED FOR APPROVAL:

\_\_\_\_\_  
RIGHT OF WAY AGENT  
APPROVED:

\_\_\_\_\_  
RIGHT OF WAY ADMINISTRATOR

RIGHT OF ENTRY

DATE:

STATE PROJECT NO. H.006524  
F.A.P. NO. H.006524  
SAFE ROUTES TO SCHOOLS  
JEFFERSON PARISH

The undersigned does hereby grant, authorize, and convey unto the Louisiana Department of Transportation and Development, its Agents, Engineers, and/or Contractors, the right to enter upon the property located LOCATION OF THE PROPERTY TO BE ENTERED adjacent to the right of way of the captioned project for the purpose of PURPOSE OF THE RIGHT OF ENTRY and to perform all related activities necessary for completion of the work herein authorized in said area.

This Right of Entry is granted with the provision that the Department of Transportation and Development will correct all damages resulting from its construction activities on the property of the undersigned.

It is further understood and agreed that this right of entry is irrevocable and cannot be rescinded, and that the Department of Transportation and Development does hereby hold harmless the undersigned for any and all damages or claims resulting from said construction.

WITNESSES:

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER NAME

\_\_\_\_\_  
NAME:  
CITY OF |

\_\_\_\_\_  
HUBERT GRAVES  
DOTD RIGHT OF WAY ADMINISTRATOR

\_\_\_\_\_

## APPENDIX E: CRASH DATA ANALYSIS EXAMPLE

Access to LADOTD Highway Crash List – Local Roads is necessary to obtain the pedestrian and/or bicycle crash data. If you do not have access, you may request the data analysis for your Public Place site from your Regional Safety Coordinator.

To perform an analysis, you must have the GPS coordinate of the public place facility. Again your Regional Safety Coordinator and help with this if necessary.

The following example is provided with the DOTD Headquarters in Baton Rouge as the Public Place Site.

The following analysis example search is for **pedestrian crashes** only for the past five years of crash data.

Data Input 1: Input project information


Data Input 2: Enter the past five years by date. Check with DOTD safety section to determine current available data.

Data Input 3:

- Select Within
- Input 1 mile in the within field
- Select miles of lat, long
- Input site latitude longitude in following format: 30.459422, -91.177543

Data Input 5:

- Select detail
- Select year for drop menu

 **LADOTD Highway Crash List - Local Roads** [lat/long conversion](#) | [Google Maps](#)

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT This application will generate a report of city and parish road traffic crashes that occurred in a certain area (parish, troop, statewide) during a certain time frame. You may print a detail report or a summary report.

1. **Enter the titles for the report:**  
Title 1 :   
Title 2 :   
Title 3 :

2. **Enter the beginning and ending dates:**  
From year  month  day  to year  month  day

3. **Select the geographic area to include (parish/city, troop, or statewide)**  
☐ Parish:  City:   
☐ Troop:   
☐ Statewide  
☒ Within  ☒ miles of lat, long  Find in:   
☒ Include State as well as Local roads.

4. **Enter a road name to look for**  
Road Name (contains):   
Intersecting Street (contains):

5. **Select the type of report (detail or summary):**  
☒ Detail ☐ Summary by

Submit

Data Input 6:

- Select “Yes” for Pedestrian

6. Choose other selection criteria:

Intersection:	<input checked="" type="radio"/> A1 <input type="radio"/> Yes <input type="radio"/> No
Lighting:	<input checked="" type="checkbox"/> A1 <input type="checkbox"/> Daylight <input type="checkbox"/> Dark <input type="checkbox"/> Dusk <input type="checkbox"/> Dawn <input type="checkbox"/> Unknown
Day of Week :	Any MO-Monday TU-Tuesday WE-Wednesday
Pedestrian:	<input type="radio"/> A1 <input checked="" type="radio"/> Yes <input type="radio"/> No
Alcohol:	<input checked="" type="radio"/> A1 <input type="radio"/> Yes <input type="radio"/> No
Direction:	<input checked="" type="checkbox"/> A1 <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W
Accident Class :	<input checked="" type="checkbox"/> A1 <input type="checkbox"/> Fatal <input type="checkbox"/> Injury <input type="checkbox"/> PDO
Injury Severity:	<input checked="" type="checkbox"/> A1 <input type="checkbox"/> Fatal <input type="checkbox"/> Severe <input type="checkbox"/> Moderate <input type="checkbox"/> Complaint <input type="checkbox"/> None
Manner of Collision:	All
Movement Prior:	All A-Not reported A-Stopped B-Proceeding straight ahead
First or Most Harmful Event :	All A-Overturned B-Fire/Explosion C-Immersion
Type of Vehicle :	All A-Passenger Car B-Light Truck C-Van
Road Condition :	All A-No Defects B-Defective Shoulders C-Holes
Surface Condition:	All A-Dry B-Wet C-Snow/Slush
Wet Road :	<input checked="" type="radio"/> A1 <input type="radio"/> Wet <input type="radio"/> Dry
Driver Condition:	J-Drug Use - Not Impaired K-Physical Impairment (eyes, ear, limb) Y-Unknown Z-Other
Violation :	All A-Exceeding Stated Speed Limit B-Exceeding Safe Speed Limit C-Failure to Yield
Investigating Agency:	<input checked="" type="radio"/> A1 <input type="radio"/> State <input type="radio"/> City <input type="radio"/> Parish <input type="radio"/> Other
Traffic Control:	All A-Stop Sign B-Yield Sign C-Red Signal On
Spotted By:	All
Roadway Departure:	<input checked="" type="radio"/> A1 <input type="radio"/> Yes <input type="radio"/> No
Lane Departure:	<input checked="" type="radio"/> A1 <input type="radio"/> Yes <input type="radio"/> No
Relation to Roadway	All A-On Roadway B-Shoulder C-Median

Data Input 7: Select Severity to include in Report

Output options: Select Excel Spreadsheet

Data Input 9 : Select Submit button to retrieve data

7. Indicate optional items to include in Report:

<input type="checkbox"/> Vehicle Type	<input type="checkbox"/> Alcohol Involvement
<input type="checkbox"/> Lat/Long as entered on form	<input type="checkbox"/> Lat/Long as revised by LADOTD
<input type="checkbox"/> Spotted By	
<input type="checkbox"/> LRS ID	<input type="checkbox"/> LRS Logmile
<input checked="" type="checkbox"/> Severity	<input type="checkbox"/> City
<input type="checkbox"/> Roadway Departure	<input type="checkbox"/> Lane Departure
<input type="checkbox"/> Relation to Roadway	

Original data from LSU database

<input type="checkbox"/> parish_cd	<input type="checkbox"/> pri_contrib_fac_cd
<input type="checkbox"/> hwy_type_cd	<input type="checkbox"/> sec_contrib_fac_cd
<input type="checkbox"/> pri_hwy_num	<input type="checkbox"/> vision_obscure_1
<input type="checkbox"/> bypass	<input type="checkbox"/> vision_obscure_2
<input type="checkbox"/> milepost	<input type="checkbox"/> movement_reason_1
<input type="checkbox"/> pri_road_name	<input type="checkbox"/> movement_reason_2
<input type="checkbox"/> pri_dist	<input type="checkbox"/> ped_actions_1
<input type="checkbox"/> pri_measure	<input type="checkbox"/> ped_actions_2
<input type="checkbox"/> pri_dir	<input type="checkbox"/> veh_lighting_1
<input type="checkbox"/> inter_road	<input type="checkbox"/> veh_lighting_2
<input type="checkbox"/> dr_age_1	<input type="checkbox"/> traff_cntl_cond_1
<input type="checkbox"/> dr_age_2	<input type="checkbox"/> traff_cntl_cond_2
<input type="checkbox"/> dr_sex_1	<input type="checkbox"/> pri_road_dir
<input type="checkbox"/> dr_sex_2	<input type="checkbox"/> lighting_cd
<input type="checkbox"/> crash_time	<input type="checkbox"/> num_veh
<input type="checkbox"/> dr_cond_cd1	<input type="checkbox"/> veh_cond_cd1
<input type="checkbox"/> dr_cond_cd2	<input type="checkbox"/> veh_cond_cd2

8. Indicate the Sort Order: ☒ Date ☐ Road name

9. Submit the request:

Options:

Return output as : ☐ Regular HTML ☒ Excel Spreadsheet ☐ CSV ☐ CSV for CatScan

Use Gridlines: ☒

Show Map buttons: ☒

The following table provides the number and severity of pedestrian crashes within one mile of DOTD Baton Rouge Headquarters from January 1, 2010 to December 31, 2014.


LADOTD Crash List - Local Roads																				
30.459422, longitude -91.177543 - Including State Roads																				
DOTD Headquarte																				
1201 Capital Acce																				
Baton Rouge																				
Pedestrian Crashes Only																				
Primary Road	Distance	Inter Road	at	ac	ac	ac	ac	ac	ac	ac	ac	ac	ac	ac	ac	ac	ac	ac	ac	ac
EAST BLVD	101R N of	NORTH BLVD	1	0	0	1	0	2	11/3/2010	WV in Trans	Other	div	crash num	bar is	hour	inv	appt	tr	move p	Severity
FLORIDA ST	at	8TH ST N	1	0	0	1	0	1	1/23/2010	WV in Trans	Non Coll	wet	0000037--	17	20	1B	S	B	C-Moderate	0.864
AMERICA ST	50R E of	S 12TH ST	1	0	0	1	0	1	7/10/2010	Pedestrian	Other	wet	5501348-	17	12	1B	S	I	C-Moderate	0.81
BAY ST	100R E of	N 15TH ST	1	0	0	1	0	1	8/24/2010	WV in Trans	Non Coll	wet	20100701000463	17	20	0B	W	B	C-Moderate	0.912
MAIN ST	20R E of	N 6TH ST	1	0	0	1	0	3	11/5/2010	WV in Trans	Other	div	20100825107000653	17	18	0B	E	B	C-Moderate	0.293
Total	2010		5	0	0	5	0	8					2010105107000378	17	2	0B	E	B	C-Moderate	0.631
SCENIC	10R S of	CHOCTAW	1	0	0	1	0	1	1/18/2011	WV in Trans	Non Coll	wet	201010191070000607	17	18	0B	N	B	B-severe	0.908
FLORIDA	at	LAFAYETTE	1	0	0	1	0	1	1/30/2011	WV in Trans	Rt Angle	wet	201013010700001077	17	10	1B	E	B	D-Complain	0.993
N 15TH ST	330R S of	CHESTNUT ST	1	0	0	1	0	1	3/11/2011	WV in Trans	Other	div	201013121070002381	17	16	0B	SN	DA	B-severe	0.353
SCENIC	34R N of	SENECA	1	0	0	1	0	1	3/22/2011	Pedestrian	Rt Angle	div	20101031070000345	17	6	0B	S	B	A-Fatal	0.98
PLANK	50R N of	FAIRFIELDS	1	1	0	0	0	0	5/20/2011	Unl Pole/Light Sup	Non Coll	div	2010523107000603	17	21	0B	S	H	E-None	0.918
FLORIDA	at	3RD	1	0	0	1	0	1	6/9/2011	Pedestrian	Left Turn-L	div	2010609107000673	17	11	1B	W	I	D-Complain	0.972
FLORIDA	at	5TH	1	0	0	1	0	1	11/4/2011	WV in Trans	Left Turn-L	div	2011040107000288	17	13	1B	E	I	B-severe	0.854
FLORIDA	at	6TH	1	0	0	1	0	1	12/20/2011	Pedestrian	Non Coll	wet	2011223107000505	17	18	1B	E	B	D-Complain	0.812
Total	2011		8	1	1	6	1	6												
EAST BLVD	90R N of	LOUISIANA AVE	1	0	0	1	0	1	2/22/2012	Pedestrian	Non Coll	div	2010202107000119	17	11	0B	N	B	A-Fatal	0.987
LAFAYETTE ST	20R W of	LAUREL ST	1	0	0	1	0	1	3/4/2012	WV in Trans	Other	div	20103004070000252	17	7	0B	SS	BB	D-Complain	0.948
FLORIDA	10R W of	SCENIC	1	0	0	1	0	1	3/20/2012	Pedestrian	Non Coll	div	2010322107000344	17	8	0B	E	Y	D-Complain	0.617
FLORIDA	500R E of	13TH	1	0	0	1	0	1	5/25/2012	WV in Trans	Non Coll	div	201020525107000637	17	12	0B	E	B	D-Complain	0.681
MAIN ST	10R E of	N 13TH ST	1	0	0	1	0	1	6/8/2012	Other Fixed Object	Non Coll	wet	2010609107000636	17	13	1B	E	B	D-Complain	0.532
LAFAYETTE ST	40R N of	MAIN ST	1	0	0	1	0	1	10/4/2012	Pedestrian	Non Coll	div	2010205107000183	17	10	0B	S	J	B-severe	0.893
N 23RD ST	0.1M N of	FLORIDA ST	1	0	0	1	0	1	10/19/2012	Pedestrian	Other	div	20121024107000268	17	7	0B	N	B	C-Moderate	0.753
CONVENTION ST	10R E of	N 13TH ST	1	0	0	1	0	3	11/7/2012	WV in Trans	Rt Angle	div	20121107107000330	17	17	1B	SW	BB	C-Moderate	0.748
Total	2012		8	0	1	7	1	9												
ITD	500R N of	LAUREL	1	0	0	1	0	3	2/22/2013	WV in Trans	Rear End	wet	20102222107000208	17	0	0B	SS	BA	C-Moderate	0.478
PLANK	at	JEFFERSON	1	0	0	1	0	2	3/11/2013	WV in Trans	Rt Angle	div	201030311070002918	17	14	1B	SNM	BB	C-Moderate	0.793
N 23RD ST	90R S of	BIRCH ST	1	0	0	1	0	1	3/23/2013	WV in Trans	Other	div	201030325107000358	17	19	0B	N	B	D-Complain	0.783
2ND	at	FLORIDA	1	0	0	1	0	1	5/9/2013	Pedestrian	Left Turn-L	div	2010305107000563	17	13	1B	N	I	C-Moderate	0.693
N 23RD ST	40R S of	WILLOW ST	1	0	0	1	0	1	6/7/2013	WV in Trans	Non Coll	div	2010609107000637	17	12	0B	N	B	C-Moderate	0.753
FLORIDA	2R E of	LAFAYETTE	1	0	0	1	0	1	8/13/2013	Pedestrian	Non Coll	div	2010613107000717	17	23	0B	E	B	D-Complain	1
CHIPPEWA ST	0.39 M W of	LUPINE AVE	1	0	0	1	0	1	7/4/2013	Pedestrian	Other	div	2010705107000807	17	21	0B	S	O	D-Complain	0.941
FLORIDA	30R W of	14TH	1	0	0	1	0	1	11/7/2013	WV in Trans	Non Coll	div	20131171070004036	17	16	0B	W	I	C-Moderate	0.688
CHOCTAW DR	10R W of	SCENIC HWY	1	0	0	1	0	1	#####	WV in Trans	Non Coll	div	2013123107000574	17	13	1B	E	J	D-Complain	0.91
Total	2013		9	0	0	9	0	12												
SEMINOLE ST	30R E of	POCAHONTAS ST	1	0	0	1	0	1	2/24/2014	Pedestrian	Non Coll	div	20140224107000211	17	6	0B	W	B	C-Moderate	0.728
FLORIDA ST	10R W of	N 6TH ST	1	0	0	1	0	1	5/6/2014	Pedestrian	Left Turn-L	div	20140506107000536	17	16	1B	E	I	D-Complain	0.811
RIVER	45R S of	NORTH	1	0	0	1	0	1	7/4/2014	Pedestrian	Non Coll	div	20140704107000800	17	1	0B	NN	QQ	C-Moderate	0.925
22ND	at	MAIN	1	1	0	0	0	0	9/16/2014	Pedestrian	Non Coll	div	20140916107001133	17	7	1B	W	J	E-None	0.854
MADISON AVE	80R W of	SCENIC HWY	1	0	0	1	0	1	9/27/2014	WV in Trans	Non Coll	div	20140928107001175	17	22	0B	W	B	C-Moderate	0.785
PLANK	90R S of	WASHINGTON AV	1	0	0	1	0	2	10/7/2014	WV in Trans	Non Coll	div	20141001070001836	17	8	0B	S	B	C-Moderate	0.631
NORTHBLVD	220R W of	ROYAL ST	1	0	0	1	0	1	#####	WV in Trans	Rt Angle	div	20141031070003512	17	3	1B	E	B	C-Moderate	0.375
Total	2014		7	1	1	0	0	7												
Grand			37	2	2	33	2	42												

**CONFIDENTIAL INFORMATION** - This document and the information contained herein is prepared solely for the purpose of identifying, evaluating and planning safety improvements on public roads which may be implemented utilizing federal aid highway funds; and is therefore exempt from discovery or admission into evidence pursuant to 23 U.S.C. 403. Contact the Traffic Safety Office at (225)379-1871 before releasing any information.



To search for **bicycle crashes** only modify above instructions as follows:

Data input 3: Input 2 miles for range of search

**LADOTD Highway Crash List - Local Roads**[lat/long conversion](#) | [Google Maps](#)

This application will generate a report of city and parish road traffic crashes that occurred in a certain area (parish, troop, statewide) during a certain time frame. You may print a detail report or a summary report.

- Enter the titles for the report:**  
Title 1 :   
Title 2 :   
Title 3 :
- Enter the beginning and ending dates:**  
From year  month  day  to year  month  day
- Select the geographic area to include (parish/city, troop, or statewide)**  
☐ Parish:  City:   
☐ Troop:   
☐ Statewide  
☒ Within  ☐ feet ☒ miles of lat, long  Find in:   
☒ Include State as well as Local roads.
- Enter a road name to look for**  
Road Name (contains):   
Intersecting Street (contains):
- Select the type of report (detail or summary):**  
☒ Detail ☐ Summary by:

Data Input 6:

- Select "All" for Pedestrians
- Select "F-Pedalcycle" for Type of Vehicle

6. Choose other selection criteria:

Intersection:	<input checked="" type="radio"/> A1 <input type="radio"/> Yes <input type="radio"/> No
Lighting:	<input checked="" type="checkbox"/> A1 <input type="checkbox"/> Daylight <input type="checkbox"/> Dark <input type="checkbox"/> Dusk <input type="checkbox"/> Dawn <input type="checkbox"/> Unknown
Day of Week :	Any MO-Monday TU-Tuesday WE-Wednesday
Pedestrian:	<input checked="" type="radio"/> A1 <input type="radio"/> Yes <input type="radio"/> No
Alcohol:	<input checked="" type="radio"/> A1 <input type="radio"/> Yes <input type="radio"/> No
Direction:	<input checked="" type="checkbox"/> A1 <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W
Accident Class :	<input checked="" type="checkbox"/> A1 <input type="checkbox"/> Fatal <input type="checkbox"/> Injury <input type="checkbox"/> PDO
Injury Severity:	<input checked="" type="checkbox"/> A1 <input type="checkbox"/> Fatal <input type="checkbox"/> Severe <input type="checkbox"/> Moderate <input type="checkbox"/> Complaint <input type="checkbox"/> None
Manner of Collision:	All
Movement Prior:	All A-Not reported B-Stopped C-Proceeding straight ahead
First or Most Harmful Event :	All A-Overtaken B-Fire/Explosion C-Immersion
Type of Vehicle :	D-A, B, C with Trailer E-Unknown F-Pedalcycle G-Off-Road Vehicle
Road Condition :	All A-No Defects B-Defective Shoulders C-Holes
Surface Condition:	All A-Dry B-Wet C-Snow/Slush
Wet Road :	<input checked="" type="radio"/> A1 <input type="radio"/> Wet <input type="radio"/> Dry
Driver Condition:	J-Drug Use - Not Impaired K-Physical Impairment (eyes, ear, limb) Y-Unknown Z-Other
Violation :	All A-Exceeding Stated Speed Limit B-Exceeding Safe Speed Limit C-Failure to Yield
Investigating Agency:	<input checked="" type="radio"/> A1 <input type="radio"/> State <input type="radio"/> City <input type="radio"/> Parish <input type="radio"/> Other
Traffic Control:	All A-Stop Sign B-Yield Sign C-Red Signal On
Spotted By:	All
Roadway Departure:	<input checked="" type="radio"/> A1 <input type="radio"/> Yes <input type="radio"/> No
Lane Departure:	<input checked="" type="radio"/> A1 <input type="radio"/> Yes <input type="radio"/> No
Relation to Roadway:	All A-On Roadway B-Shoulder C-Median

## Data Input 7

- Select “Vehicle Type” and “Severity” for optional items to include in report

### 7. Indicate optional items to include in Report:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Vehicle Type     | <input type="checkbox"/> Alcohol Involvement           |
| <input type="checkbox"/> Lat/Long as entered on form | <input type="checkbox"/> Lat/Long as revised by LADOTD |
| <input type="checkbox"/> Spotted By                  |  |
| <input type="checkbox"/> LRS_ID                      | <input type="checkbox"/> LRS Logmile                   |
| <input checked="" type="checkbox"/> Severity         | <input type="checkbox"/> City                          |
| <input type="checkbox"/> Roadway Departure           | <input type="checkbox"/> Lane Departure                |
| <input type="checkbox"/> Relation to Roadway         |  |

### Original data from LSU database

- |  |   |
|--|---|
| <input type="checkbox"/> parish_cd     | <input type="checkbox"/> pri_contrib_fac_cd |
| <input type="checkbox"/> hwy_type_cd   | <input type="checkbox"/> sec_contrib_fac_cd |
| <input type="checkbox"/> pri_hwy_num   | <input type="checkbox"/> vision_obscure_1   |
| <input type="checkbox"/> bypass        | <input type="checkbox"/> vision_obscure_2   |
| <input type="checkbox"/> milepost      | <input type="checkbox"/> movement_reason_1  |
| <input type="checkbox"/> pri_road_name | <input type="checkbox"/> movement_reason_2  |
| <input type="checkbox"/> pri_dist      | <input type="checkbox"/> ped_actions_1      |
| <input type="checkbox"/> pri_measure   | <input type="checkbox"/> ped_actions_2      |
| <input type="checkbox"/> pri_dir       | <input type="checkbox"/> veh_lighting_1     |
| <input type="checkbox"/> inter_road    | <input type="checkbox"/> veh_lighting_2     |
| <input type="checkbox"/> dr_age_1      | <input type="checkbox"/> traff_cntl_cond_1  |
| <input type="checkbox"/> dr_age_2      | <input type="checkbox"/> traff_cntl_cond_2  |
| <input type="checkbox"/> dr_sex_1      | <input type="checkbox"/> pri_road_dir       |
| <input type="checkbox"/> dr_sex_2      | <input type="checkbox"/> lighting_cd        |
| <input type="checkbox"/> crash_time    | <input type="checkbox"/> num_veh            |
| <input type="checkbox"/> dr_cond_cd1   | <input type="checkbox"/> veh_cond_cd1       |
| <input type="checkbox"/> dr_cond_cd2   | <input type="checkbox"/> veh_cond_cd2       |

### 8. Indicate the Sort Order: ☒ Date ☐ Road name

### 9. Submit the request:

Options:

Return output as : ☐ Regular HTML ☒ Excel Spreadsheet ☐ CSV ☐ CSV for CatScan

Use Gridlines: ☒

Show Map buttons: ☒

For brevity, the following table provides excerpts from the search output that provides a sample of the data which includes the number and severity of bicycle crashes within two miles of DOTD Baton Rouge Headquarters from January 1, 2010 to December 31, 2014. (Much of the actual data was hidden to allow inclusion on one page.)

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